

BI

NO COST MOVE CHECKLIST

(No PCS travel required)

Date: _____

Name: _____ Rank: _____ SSN: _____

Date Signed In: _____ **PACIDN:** **HH13VZ6A/B**

Orders & Amendments (1 Copy front & back) _____

DA 31- Leave Form (Original) * _____

One of the following:

a. DA Form 5960 - BAQ/VHA Certificate (Original) _____

b. Quarters Assignment or Termination (If applicable) _____

Make sure all blanks are checked off or write in “N/A”.

*** Even though this is a No Cost move, a DA 31 is required to change from one Command to another. Make sure your losing unit issues you a DA 31/PCS move, no leave will be charged as you will be signed out/in on the same date.**

Program Managers : Comm: (210) 221-xxxx [] Mrs Sarabia – 1- 3243 [] Mr Gutierrez – 1-3153
DSN: 471-xxxx [] Enlisted 1-5582 [] Ms Lara – 1-5725
[] Mrs Prescott Supervisor 1 –1637

**Submit this No Cost Move Checklist, along with documents as indicated above.
Make a copy of documents submitted for your records.**